

EROS INSTRUCTION NO. I047

Title: Shredding of Privacy Act Documents

Effective Date: June 4, 2007

Responsible Official: Records Liaison Officer or EROS Archivist

References: THE PRIVACY ACT OF 1974, 5 U.S.C. § 552a, As Amended.

EROS Instruction No. I046 - File Plan Approval Process for Administrative Records.

Summary: This instruction establishes the criteria and processes for the shredding of documents containing Privacy Act Information.

Scope: Center-wide.

Definitions: Privacy Act Information. Privacy Act Information includes, but is not limited to, personal identifying information, social security number, payroll number, information on education, financial transactions, medical history including results of drug testing, and criminal or employment history.

General Records Dispositions Schedule (GRDS). The USGS GRDS provides mandatory disposition instructions for temporary administrative records common to most Federal agencies.

Records Series. A group of similar records that are used, filed, and disposed of in the same way. Record series often include original documents.

Records Liaison Officer (RLO). The individual responsible for overall coordination of records programs. Each Discipline and USGS Region has a RLO. The Geography Discipline RLO is the EROS Archivist.

Records Liaison Coordinator (RLC). Acts as a liaison with the RLO in all phases of annual updating, retrieval and disposition. Each Discipline and USGS Region has a RLC. The Geography Discipline RLC is the MST Administrative Assistant.

Center Services, Warehouse and Logistics Supervisor. The individual responsible for the initial transfer of documents to the RLO/RLC for review prior to shredding.

Authorized Copy Center Staff. Copy Center Staff that have been granted the authority by the RLO/RLC to shred documents.

EROS Privacy Act Shredding Log. An Excel spreadsheet used to document and monitor the shredding of documents containing Privacy Act Information at EROS.

Instruction:

A. Roles and Responsibilities.

The Responsible Official will ensure files presented for shredding are assigned to an appropriate records series and are candidates for shredding based on the criteria set forth in the USGS GRDS.

The RLO and/or the RLC will review all files presented for shredding prior to being sent to the Copy Center for shredding. They will maintain the EROS Privacy Act Shredding Log.

Administrative Support Staff will initiate the shredding procedure when they have identified files that are scheduled for disposition and contain Privacy Act Information.

The Center Services, Warehouse and Logistics Supervisor will be responsible for arranging for the transport of the documents to the RLO/RLC, as well as from the RLO/RLC to the Copy Center on the date scheduled for shredding.

Authorized Copy Center Staff will be responsible for shredding approved documents and safeguarding their privacy until complete.

B. Procedures.

1. Administrative Support Staff

- a) Administrative Support Staff will identify the documents they believe contain Privacy Act Information and are eligible to be disposed of, based on the approved disposition associated with the records series assigned to their documents. Records series assignments and disposition instructions are found in the GRDS.

- b) The Administrative Support Staff will initiate a request to have the documents transferred to the RLO/RLC for review/approval for shredding. This request will be in the form of an email to the Center Services, Warehouse and Logistics Supervisor, with a courtesy copy to the RLO and RLC. Documents will be placed in a box to await transport to the RLO/RLC. Documents must be kept in a locked/secure location until transfer.
2. Center Services, Warehouse and Logistics Supervisor
- a) The Center Services, Warehouse and Logistics Supervisor will arrange to have the boxes transferred directly to the RLO/RLC.
3. RLO/RLC
- a) The RLO/RLC will verify the items are candidates for shredding. If they are determined not to be candidates for shredding they will then be handled appropriately based upon the GRDS guidance.
 - b) The RLO/RLC will seal the box and mark it "SHRED ONLY".
 - c) The RLO/RLC will then enter the information into the "EROS Privacy Act Shredding Log" and assign a log number. (Attachment One)
 - d) The RLO/RLC will contact the Authorized Copy Center Staff to schedule a date for shredding.
4. Authorized Copy Center Staff
- a) Authorized Copy Center Staff will keep the schedule for shredding, and will coordinate with the Center Services, Warehouse and Logistics Supervisor to have the boxes moved from the offices of the RLO/RLC to the Copy Center on the scheduled date.
 - b) Authorized Copy Center Staff will not leave these documents unattended. If unable to complete the shredding process the same day, the box will be returned to the RLO/RLC and completion of shredding will be scheduled as soon as possible.
 - c) The Authorized Copy Center Staff will notify the RLO and RLC via email when the shredding has been completed.

Review Date: This instruction will be reviewed by the RLO prior to 5 years from effective date. If a reissued or revised instruction is not issued at this time, this instruction will be terminated.

Attachments: 1. EROS Privacy Act Shredding Log

Approved:

/s/ Richard L. Hogan

6/4/07

Director, EROS

Date

Distribution:

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